

WELCOME TO THE



Utah Cultural Celebration Center

CELEBRATION!

1355 West 3100 South, West Valley City, Utah 84119

www.CulturalCelebrationCenter.org

Phone: 801-965-5100 Fax: 801-965-5111

Welcome:



On behalf of the Utah Cultural Celebration Center, we welcome you to our beautiful campus. It is our mission to serve, promote, and provide the highest quality of quality entertainment and cultural activities on our campus. It is our goal to make your event as successful as possible. We look forward to meeting you and your guests.

We see that you have a well planned and professional event.

Our 60 acre campus offers diverse and unique needs of your event. The Great Amphitheater and performances stage sculptures make this a one of a kind facility with rotating art exhibitions. Our indoor special dimension to your event, creating and overall guest services.

Owned and operated by West Valley Center is located in the center of the city of the Jordan River and Wasatch Mountains, a perfect site for both local and regional events. E-Center, Hale Theater, five major hotels are an integral part of the entertainment hub.

Again, we appreciate you considering the Utah Cultural Celebration Center for your event. Our professional and friendly staff will assist you in planning your event plans and to make sure that you have a successful event.

A handwritten signature of Ross L. Olsen.

Ross L. Olsen
Executive Director

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Weddings
 Business Meetings
 Festivals
 Family Reunions
 Classes
 Graduations
 Dances
 Quinceañeras
 Plays
 Holiday Parties
 Concerts
 Religious Services
 Tradeshows
 Retreats
 Any Celebration!

WHAT YOUR RENTAL INCLUDES

Rentals come standard with:

- 8 hours of rental time
- In house tables & chairs
- Setup and take down of
- 1 easel per room
- 16' X 28' Stage (West h
- Internet Access (rooms

Additional charges apply for:

- Table Skirting
- Table Cloths
- Centerpieces
- Food & beverage
- Extension cords
- Podium
- Rental periods extending
- Rental times extending
- Audio Visual equipment
- Tables and Chairs for m
- Etc.





Great Hall Banquet Event

ROOM RENTAL TIMES

Published room rental rates are for a period of up to 8 hours.

Room Rental times include time needed for any additional setup, decorating, clean up, etc.

Room rentals are available at our published rates, Monday thru Saturday from 6 AM to midnight. Additional charges apply for events extending past midnight.

Additional charges apply to:

- Events extending past midnight
- Events held on Sunday
- Events lasting longer than 8 hours
- Events booked less than 5 business days in advance

General pricing is subject to change without notice.

ROOM CAPACITIES - by Setup

ROOM	Square Feet	Room Size (L x W)	CLASS-ROOM STYLE	SEATING
101	450	18' x 25'	27	
102	450	18' x 25'	27	
101 & 102	900	18' x 50'	63	
103	725	25' x 29'	36	
104	675	25' x 27'	45	
105	675	25' x 27'	45	
104 & 105	1350	25' x 54'	72	
Great Hall	10,168	125' x 82'	500	
Great Hall East	4,018	49' x 82'	200	
Great Hall West	6,150	75' x 82'	300	
Crossroads	4,125	55' x 75'	N/A	
Kitchen	1,122	33' x 34'		
Suite A	1,500	55' x 26'	90	
Suite B	1,500	47' x 26'	90	
Suites A & B	3,000	50' x 52'	150	
Suite C	850	Irregular		
Suite D	2465	Irregular		

-Room capacities may vary depending on desired setup

RENTAL RATES

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Great Hall	\$2,000 up to 8 hours \$250/hr thereafter	\$2,500 if client provides own food
Great Hall East or West	\$1,300 up to 8 hours \$175/hr thereafter	\$1,800 if client provides own food
Meeting Room 101 or 102	\$100 up to 8 hours \$25/hr thereafter	\$200 if client provides own food
Meeting Room 103, 104 or 105	\$125 up to 8 hours \$35/hr thereafter	\$225 if client provides own food
Upper Plaza (with 105 rental)	\$50 per event	N/A
Suite A or B	\$200 up to 8 hours \$50/hr thereafter	\$300 with food UCCC caterer only
Suite C	\$25 per hour 2 hour minimum	N/A
Suite D (Dance Studio)	\$50 per hour	N/A
Olmec Plaza	\$400 up to 8 hours \$100/hr thereafter	N/A
Kitchen Area	\$150 serving only	\$350 warm/cook/prepare
Crossroads	\$1500 up to 8 hrs, \$200/hr thereafter \$200 when overflow from Great Hall rental	
Festival Grounds	\$2800 per day	
Amphitheater	\$1500 per day	
Festitheater	\$2000 per day	
Amphitheater Stage Only	\$1000 per day	

-20% discount for events with proof of 501(c)(3) status-

-Additional charges apply for events extending past midnight-

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FOOD

The Cultural Center Caterer, unless otherwise stated in User Agreement, is the only caterer allowed in the facility.

Outside food is not allowed in Suites A, B, C, & D.

When the kitchen is used, it must be returned to the same condition in which it was found. Failure to do so may result in forfeiting entire deposit.

Servsafe, food handlers permits, & licenses are required for all public events.

ALCOHOL

Alcohol can only be brought on premise and dispensed by the Cultural Center Concessionaire.

Alcohol prices vary depending on types and amounts. For more detailed information call Events Planning at 965-5102.

A minimum \$350 charge will be assessed for security. This fee includes mandatory West Valley City Police officers for up to 5 hours. Additional hours are

All Alcohol dispensed in the facility through the Cultural Center concessionaire. If a minor is found with alcohol is brought onto the Cultural Center's Concessionaire. West Valley City Police will terminate the function at the host's expense.

Sample Lunch Menus

Sandwich Box Lunch

New Yorker, Tuscan, Baja, Napa Valley, Roman, Pacific, Mexicano, American, and The Heartland
- Box lunches include Salad, Soda, Cookie, & Chips-
Lunch Buffets are also Available

Sample Dinner Menus

Deli Buffet

Italian Buffet

Western BBQ

Tex-Mex Station

Polynesian Menu

Hispanic Menu

Build your own Buffet with everything you enjoy

Snacks & Breaks

Cold Hors D'Ouvres - Hot Hors D'Ouvres

Dessert Display

Snack Service

Beverage Service

(Coffee, Tea, Hot Chocolate, Assorted Soda, Water)

Speciality menus can be created to meet your needs.

The Cultural Center Concessionaire provides white linen with the purchase of food and beverages. Any special requirements for colored linen must be made at least 7 days in advance. All catering services include china, crystal and silverware for your event.

A complete wedding service with flowers, photographer, back drops and arranged ceremonies can be done through the Cultural Center.

Catering menu and prices available upon request.

CLEANING

Patrons are expected to leave the facility clean. All trash from event needs to be removed. Large events need to place trash in designated trash left in parking lot.

SECURITY DEPOSIT

A refundable cleaning deposit is required in the form of cash or credit card.

All or part of a cleaning deposit may be retained by the Center depending on the condition of the facility after the event.

Cleaning deposit refunds are generally issued within 30 days following an event.

CONTRACTS

Rental contracts and payments need to be made 10 days prior to event.

Rental Agreements need to be signed by the person renting the facility and city of San Francisco.

CANCELLATION

Cancellation fees are assessed on events cancelled and not returned on events cancelled 30 days or less. If events are cancelled 31-60 days in advance, the deposit is refundable. Events cancelled 61 days or more in advance will receive a 50% deposit refund.

BUSINESS LICENSES

A temporary West Valley City business license is required at all events where products or services are sold, including tickets and gate charges. Contact the West Valley Licensing Department at 963-3290 for more information.

FOOD PERMITS

Servsafe, food handlers permits, and West Valley City temporary business licenses are required for all public events where food is served.

INSURANCE

All public events are required to have insurance with West Valley City being named as the additional insured. Event Insurance may be purchased through the City's insurance company. Such purchases must be made at least 5 business days prior to an event.

POLICE

West Valley City police rates are \$35.00 per hour per officer with a minimum of 2 officers per hour. Security other than West Valley City on duty police officers will not be permitted.

West Valley City police are required at all events where alcohol is present and all other events when security is deemed necessary by the Security Assessment Team.

FIRE

Fire and paramedic services are required for all festivals, events in the amphitheater, or when deemed necessary by the Security Assessment Team. Special permits as well as fire personnel are required when fireworks or open flames are part of an event.

DECORATIONS

Patrons are allowed to decorate for events. All decorations have been pre-approved by the Events Coordinator. Helium Balloons and other decorations result in additional charges.

The Utah Cultural Celebration Center charges for additional costs above the published rates.

Decorations are to be cleaned up and removed as stated in the User Agreement.

All or part of the cleaning deposit will be forfeited by the Center for failure to clean up after the event as stated in the User Agreement.





Tradition Bearers' Festival



Amphitheater & Festival Grounds

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GENERAL BUILDING USE: Access to the Cultural Center is available at scheduled times as outlined in the use policy. Any use outside of these times on time or additional charges will be assessed. Cultural Center fee structure.

1. Room set up instructions must be received and followed for any event. Should your event require additional charges will be assessed.
2. Rooms used must be cleaned up and checked out by the end of the final inspection. This includes, but is not limited to, cleaning as they were found, table tops and chairs, trash cleaned up and placed in garbage bins (Great Hall & outside events including the event).
3. The following things are "NO - NO's" at the Cultural Center.

NO tape on walls, doors, windows, doors
 NO helium balloons in the Great Hall,
 NO outside food allowed without written permission
 NO food or drink is allowed in the Great Hall
 NO children should be left unattended

4. If you have arranged for a room you have reserved, you must bring along with the restrooms. Public spaces are not considered part of the clients rented space. If additional restrooms needed they must be included in the rental agreement. Sessions cannot be conducted in hallways or other public spaces.
5. Public restrooms are not to be used for private events. A separate room must be rented if changing rooms are needed for part of the event. This includes wedding rooms, entertainment changing rooms, etc.
6. ONLY Catered food is allowed in Suite rooms.

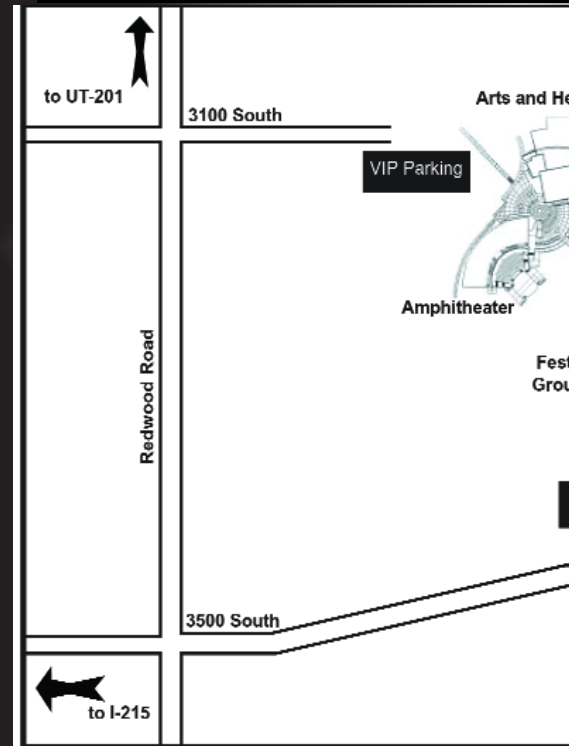
7. Guest shall be directed by a sign provided by the center from the front desk to the room assignment. If a special sign is provided by the client it can not be attached to the building with tape or glue. It must either be free standing or mounted to be put on an easel. The use of nails or duct tape is prohibited.
8. Event details must be submitted to the Events Coordinator, or Facilities Director within 10 days of the event, to make sure that legal requirements, insurance, licensing, security, fire and police requirements are met.
9. When using the services of a caterer, the Events Coordinator must be notified in advance so that licenses can be reviewed and items needed for set up and take down of the event, can be arranged. Any special request by the outside caterer may result in additional charges.
10. At the conclusion of the event a final inspection must take place by an authorized Cultural Center staff member and the client before the event is considered closed. All items provided to the client must be returned in the same condition as given.
11. ALL events that serve Alcohol must use the City's concessionaire as well as West Valley Police.
12. The Security assessment team will decide if police presence is necessary for an event and the level of security that will be needed. Security personnel must be "POST" certified West Valley Police Officers. NO private security is permitted.
13. Clients must supervise their own event and help control children, unruly patrons, and unsupervised guests. The Center is surrounded by several water features and high balconies which could pose a hazard for children left unattended. Children left unattended could result in the closing of the event. Bikes, skateboards, rollerskates, balls, sports equipment etc. are not permitted in the building or grounds without written permission.
14. Clients and guests are not allowed to move Cultural Center furniture and amenities or use UCCC equipment without written permission.

Events Coordinator - Adan Carrillo



"Beautiful facility and the most common compliments I receive are for the Utah Cultural Celebration Center and the diverse backgrounds of our staff. The Center is advantageously located in front near major freeways, hotels, and our pleasant service provided, our staff

that our expert staff provides at every event. The responsibility of ensuring that your event is a success and our relationship once established lasts for years. The Cultural Celebration Center home for your future events.



UCCC Staff

Ross Olsen - Executive Director	Kevin Olsen - Executive Director
Adan Carrillo - Events Coordinator	Stevie Carrillo - Events Coordinator
Susan Klinker - Director of Programming	Michelle Klinker - Director of Programming
Jeff Olsen - Asst. Events Coordinator	Setra Olsen - Asst. Events Coordinator
George Cooke - Custodial Support	Chad Cooke - Custodial Support

General Number 801-965-5100 - Fax 801-965-5101

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